

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Executive Assistant

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Executive Assistant position at Acme Corporation, as advertised on your careers page. With a strong background in administrative support and a passion for contributing to organizational success, I am excited about the opportunity to assist your executive team in achieving their goals while gaining invaluable experience in a dynamic corporate environment.

During my recent internship at XYZ Marketing Solutions, I successfully managed the scheduling and coordination of meetings for a team of five executives, ensuring optimal use of their time and building strong relationships with clients. I implemented a new digital calendar system that reduced scheduling conflicts by 30%, demonstrating my ability to enhance operational efficiency. Additionally, as a volunteer coordinator for a local non-profit, I organized events that raised over \$10,000 in a single fundraising campaign, showcasing my skills in project management and communication. These experiences have equipped me with the organizational skills and attention to detail necessary for the Executive Assistant role at Acme Corporation.

I am particularly drawn to this internship because of Acme Corporation's commitment to innovation and excellence in the industry. I am eager to bring my proactive approach and strong work ethic to your team, contributing to projects that align with the company's strategic objectives. I am confident that my background in administrative tasks, along with my ability to adapt quickly to new challenges, will allow me to excel in this role.

I would welcome the opportunity to discuss how my skills and experiences align with the needs of your executive team. Thank you for considering my application. I look forward to the possibility of contributing to the success of Acme Corporation.

Sincerely,

Jordan Smith